

SECRET

DD/S 3985

not sent

MEMORANDUM FOR: Deputy Director for Plans

SUBJECT : Long Term Retention of Certain
Office of Finance Records

REFERENCE : a. Memorandum from DD/P to DD/S dated
14 October 1971, Same Subject

b. Memorandum from DD/S to DD/P dated
12 August 1971, Same Subject

c. Memorandum from Executive Director-
Comptroller to All Deputy Directors
dated 6 July 1971, Subject: Records
Storage Control Policy

1. Your response, reference b, to the issues raised in my memorandum on the long term retention of Finance records indicates that my memorandum on this subject might have been misinterpreted. It was not my intent to infer that the DDP should be "billed" for storage costs involved in retaining these records beyond their 12-year legal retention period. Cost figures cited in my memorandum were meant only to give you a feel for the Agency expense involved in long term storage of records. The Support Directorate will continue to operate the Records Center as a service of common concern without charge to our customers. However, in so doing, we are obliged to ask the various directorates to live within the space allocated to them in the Executive Director's memorandum of 6 July 1971.

2. The point at issue here is that if there is a valid DDP requirement to retain these records after their operational use and legal retention period in the Support Directorate ends, then the space required to keep these records must be accommodated within the space allocated to the Plans Directorate by the Executive Director. As you know, the rationale behind the space allocation policy is that the storage capacity at our Records Center is so limited that we had no alternative but to allocate unused capacity to each directorate and ask each directorate to initiate aggressive and systematic records control programs to live within their net annual allocation. The

SECRET

GROUP 1
Excluded from automatic
downgrading and
declassification

SECRET

Support Directorate cannot continue to retain these records in the Records Center as a part of our Support allocation after they have exceeded the 12-year legal retention period.

3. We therefore asked that the need for long term retention of these Finance records be judged in relation to retention requirements, legal and operational, assigned to other DDP records collections at our Records Center. I realize that it may take some time to identify other DDP collections that could be destroyed to accommodate CI's requested retention of the Finance records within your limited annual allocation. If offsetting reductions in other collections cannot be found, microfilming may be your only alternative if these Finance records must be retained. In this event manpower and funds for microfilming must come from the DDP. I am prepared to defer transfer of space allocation on these records to the DDP until 1 February 1972 in order that you may develop plans to absorb them within the space allocated you in our Records Center.

4. Our initial report to the Executive Director on the effectiveness of the various directorates' programs to stay within their records storage allocations is due on 30 June 1972. I am confident you share my hope that this first report will reflect successful compliance with the policy established in reference c.

John W. Coffey
Deputy Director
for Support

SECRET

